

**MINUTES
DON PEDRO & KNIGHT ISLANDS STREET & DRAINAGE
MUNICIPAL SERVICE TAXING UNIT (MSTU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, JANUARY 29, 2020**

**9:30 a.m. – 11:46 a.m.
West County Annex, Room 120
6868 San Casa Drive, Englewood, Florida**

Members Present: Linda Cotherman, Chair
Jeffrey Jacobson, Vice-Chair
Lindsay Yates
Jeffery Bisgrove

Members Absent: Scott Rockoff, apologies received

County Staff: Kimberly Lewis-Tison, Community Liaison
Karen Dorsett, Financial Analyst
Denise Kolarski, Financial Analyst
Jason Ouimet, Maintenance and Operations Manager
Randy Vowell, Project Manager

Guests: Sign-in sheet attached

Call to Order / Roll Call:

The meeting was called to order at 9:30 a.m. A roll call was taken, and a quorum was present.

Election of Officers:

Chair: Mr. Jacobson nominated Ms. Cotherman. There were no other nominations.

Vice-Chair: Ms. Yates nominated Mr. Jacobson. There were no other nominations.

Nominations unanimously agreed; Ms. Cotherman accepted the position of Chair, and Mr. Jacobson accepted the position of Vice-Chair.

Public Records and Roberts Rules of Order:

Ms. Lewis-Tison reviewed Roberts Rules of Order and cited the County policy for records requests.

Changes to the Agenda/ Motion to Approve Changes:

Mr. Bisgrove motioned to add Dredging under New Business, seconded by Ms. Cotherman and it is unanimously approved.

Citizen Input on Agenda Items (3 Minute Limit):

None

Approval of Minutes:

Minutes from November 4, 2019 were approved as submitted.

Unfinished Business:

- a) Right-of-Way Maintenance: Ms. Lewis-Tison stated that the contractor has finished the recon, recovery and location of all found monumentation along the initial project limits. They have commenced the same work on the second phase, evaluating and calculating the field work. The contractor will start to prepare right-of-way maps and documenting the first phase. Mr. Bisgrove expressed concern stating citizens are removing the temporary wooden

stakes. The Advisory Board confirmed once the right-of-way survey is complete then vegetation removal will be necessary. The right-of-way ordinance was discussed.

- b) Bridge Repairs: Ms. Lewis-Tison conveyed that bridge repairs are complete with few punch list items. The typical life span of a bridge is described as the "Design Life" of the bridge. These bridges were designed for 50 years. This doesn't mean in 50 years they would need to be replaced however staff would look at budgeting for future replacement. The Michael Kosinski Bridge was built in 2008 and Anne Merry Bridge was built in 2001. The contractor provided a quote of \$37,000 to maintain the bridge which includes mobilization, pressure washing and sealing. The Advisory Board asked if it could go out to bid and how often would it need to be maintained.
- c) Road Grading: Buzz Mallet provided an update regarding work performed on the roads, then left the meeting. Public Works provided the Advisory Board with a Road Maintenance Grooming contract to review prior to submitting it to Purchasing. Mr. Bisgrove motioned for Kelley Enterprises Inc. to continue maintaining the roads for Don Pedro Knight Islands for one calendar year, seconded by Ms. Cotherman and unanimously approved. The Advisory Board noted that they wanted to observe the material used and stability to better determine quantities of material for a contract. There was discussion regarding the Penn State study, type of material used, and mobilization. Mr. Jacobson motioned to include material 89 sand that is presently being used into the contract, seconded by Ms. Yates and unanimously approved. Ms. Lewis-Tison will inquire with the Purchasing Department, depending the outcome an additional meeting needed.
- d) Traffic Calming: There was discussion regarding clearing rights-of-ways along Gulf Boulevard for vehicles, golf carts, bicycles, and pedestrians. Ms. Cotherman recommended natural vegetation be used for bank stabilization along the sand roads a stated that she believes it would help with traffic calming and may protect the integrity of the road.

New Business:

- a) Financial Reports: The FY20 first quarter Actual Financial History and Maintenance Activity and FY20/21 were provided, line items were noted.
- b) Preliminary FY22/23 Budgets: Ms. Lewis-Tison indicated that paving would be recommended for 2028. This would be a potential future budget item that could be planned for and will discuss during the next meeting.
- c) Dredging: Mr. Bisgrove indicated that there is a need for some maintenance dredging performed within their MSTU. Ms. Lewis-Tison discussed the methodology study in progress and will research how to proceed.

Citizen Input on MSTU items (3 Minute Limit):

None

Advisory Board Open Discussion:

There was discussion regarding access to New Pass Haven, Thornton Key and the Preserve.

Schedule Meetings / Items for Next Agenda:

2020 meetings are scheduled at 9:30 a.m., in the West County Annex, Room 120, as follows:

- Thursday, April 16, 2020
- Wednesday, July 29, 2020
- Thursday, November 12, 2020

Submitted by: Kimberly Lewis-Tison
Public Works Department

Kinda Cochran
Chair Signature

8-26-2020
Date

[illegible]

AGENDA

DON PEDRO & KNIGHT ISLANDS STREET & DRAINAGE MUNICIPAL SERVICE TAXING UNIT (MSTU)

ADVISORY BOARD REGULAR MEETING MONDAY, JANUARY 29, 2020

**9:30 a.m., West County Annex
6868 San Casa Drive, Room 120, Englewood, Florida**

BOARD MEMBERS: Linda Cotherman, Chair
Jeffery Jacobson, Vice-Chair
Jeffery Bisgrove
Lindsay Yates
Scott Rockoff

COUNTY STAFF: Kimberly Lewis-Tison

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Election of Officers
3. Public Records and Robert's Rules of Order
4. Changes to the Agenda / Motion to Approve Changes
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: July 29, 2019
7. Unfinished Business
 - a) Right-of-Way Maintenance
 - b) Bridge Repairs
 - c) Road Grading
 - d) Traffic Calming
8. New Business
 - a) Financial Reports
 - b) Preliminary FY22/23 Budgets
9. Citizen Input on MSBU Items (3-Minute Limit)
10. Advisory Board Open Discussion
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

FINAL - Q1

CHARLOTTE COUNTY PUBLIC WORKS MSTU FINANCIAL HISTORY FY 11 THRU FY 20 FUND 1265 DON PEDRO/KNIGHT ISLAND ST/DR UNIT

Formerly Fund 110 (WU)

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Adopted Budget FY 19-20	FY 19-20 3 Mo. Actual (a)
BEGINNING BALANCE	\$ 589,718.19	\$ 466,181.66	\$ 574,586.26	\$ 982,648.46	\$ 1,365,688.64	\$ 1,799,292.03	\$ 2,094,114.12	\$ 2,375,046.79	\$ 2,546,487.97	\$ 2,217,325.73	\$ 2,679,996.80
REVENUES RECEIVED:											
Assessments	592,986.63	580,424.14	518,604.36	520,641.60	533,239.13	545,941.09	578,448.67	488,587.12	510,608.41	558,021.00	323,539.41
Interest	3,136.55	2,581.14	4,306.61	7,110.56	13,325.54	16,189.77	25,566.84	41,690.56	58,088.12	7,925.44	4,110.66
Excess Fees /Misc.	6,828.17	6,823.53	6,146.52	6,691.42	5,021.77	5,734.45	6,319.08	4,858.74	4,392.27	-	-
Net Inc(Decr) FMV/Invest.	1,291.19	1,790.18	(4,064.19)	1,918.51	4,127.12	143.20	(5,396.11)	(18,661.55)	37,633.59	-	(100.85)
Less: Reserve - FS 129.01										(28,297.32)	
Total Revenue	604,240.54	591,618.99	524,993.30	536,362.09	555,713.56	568,008.51	604,938.48	516,474.87	610,720.39	537,649.12	327,549.22
TOTAL BALANCES & RSVS	1,193,958.73	1,057,800.65	1,099,579.56	1,519,010.55	1,921,402.20	2,367,300.54	2,699,052.60	2,891,521.66	3,157,208.36	2,754,974.85	3,007,546.02
EXPENDITURES											
C/S - Other											
c410714 C/S - Paving Rejuvenation											
c411703 C/S - Bridge Master Plan											
c411704 P/S - Bridge DESIGN											
c411704 C/S - Bridge Repair											
34.0037 C/S - Road Grading	4,460.00	126,860.00	51,825.46	93,295.00		171,839.64	225,599.89	247,983.32	385,958.42	250,000.00	1,383.75
C/S - Survey											
C/S - ROW Reclamation	6,813.00	6,813.00	8,743.00	5,052.00	2,496.00	2,237.00	1,800.00	4,522.00	4,748.00	99,000.00	4,715.00
Central/Indirect Allocation											
Advertising-Legal											
Landfill Fees			342.72	35.64		197.64	40.32			500.00	
Maintenance Services	37,302.29	11,808.71	20,721.17	25,276.12	33,009.72	21,931.65	40,275.61	20,505.86	38,528.85	38,195.84	20,535.05
Indirect Op. Exp. PW		155.93									
Equipment Repl.Chg	3,434.06	861.93	2,011.06	2,113.54	4,043.21	1,860.04	2,215.37	775.08	2,326.06	3,299.00	109.13
Other Misc. Exp(Ferry)	34,145.00	8,115.00	2,610.00	1,630.00	35,710.00	43,990.00	6,480.00	1,685.00	4,450.00	30,000.00	
Property Appraiser Fees	13,306.55	12,906.51	13,978.92	14,475.10	12,480.81	13,343.22	13,307.31	13,691.72	10,957.06	16,740.63	5,683.08
Commission Fees-Tax Coll	12,760.34	12,509.09	11,272.68	11,313.43	11,565.38	11,819.43	12,469.57	10,492.24	10,932.63	16,740.63	7,191.29
Sign Materials	3.22	142.79		131.08	64.65	241.09	196.49	864.90	456.51	210.24	
Materials- Road & Bridge	11,091.23	2,608.94	1,182.70		22,740.40	5,726.71				416.59	
Principal	600,000.00	300,000.00									
Interest	4,461.38	432.49									
Total Expenditures	727,777.07	483,214.39	116,931.10	153,321.91	122,110.17	273,186.42	324,005.81	345,033.69	477,211.56	985,239.18	556,824.03
ENDING FUND BALANCE	\$ 466,181.66	\$ 574,586.26	\$ 982,648.46	\$ 1,365,688.64	\$ 1,799,292.03	\$ 2,094,114.12	\$ 2,375,046.79	\$ 2,546,487.97	\$ 2,679,996.80	\$ 1,769,735.67	\$ 2,450,721.99
TOTAL EXPENSES & RSVS	\$ 1,193,958.73	\$ 1,057,800.65	\$ 1,099,579.56	\$ 1,519,010.55	\$ 1,921,402.20	\$ 2,367,300.54	\$ 2,699,052.60	\$ 2,891,521.66	\$ 3,157,208.36	\$ 2,754,974.85	\$ 3,007,546.02

Note (a): Three Month Actuals per Ledger Summary Report of 12/31/19

Maintenance Mgmt System through 12/31/19

Monthly MSBU Activity Report

START DATE: 10/1/2019 END DATE: 12/31/2019

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PW-DPKIM Don Pedro/Knight Isl St/Dr

Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accom.	UOM	Total Cost
C411704	1220387	PW-DPKIM Don Pedro Knight Island MSDR Annual Work Order	PW-DPKIM	Don Pedro/Knight Isl S/Dr	10-9866 MSDR	10/01/2019	0.50	39.15	0.00	0.00	0.00	0.50	LHR	39.15
						10/02/2019	0.50	39.15	0.00	0.00	0.00	0.50	LHR	39.15
						10/03/2019	0.25	19.57	0.00	0.00	0.00	0.25	LHR	19.57
						10/04/2019	0.25	19.57	0.00	0.00	0.00	0.25	LHR	19.57
						10/07/2019	0.50	39.15	0.00	0.00	0.00	0.50	LHR	39.15
						10/08/2019	0.25	19.57	0.00	0.00	0.00	0.25	LHR	19.57
						10/15/2019	0.25	19.57	0.00	0.00	0.00	0.25	LHR	19.57
						10/17/2019	1.00	78.29	0.00	0.00	0.00	1.00	LHR	78.29
						10/21/2019	0.75	58.72	0.00	0.00	0.00	0.75	LHR	58.72
						10/29/2019	1.00	78.29	0.00	0.00	0.00	1.00	LHR	78.29
						10/31/2019	0.50	38.89	0.00	0.00	0.00	0.50	LHR	38.89
						11/04/2019	9.00	700.02	0.00	0.00	0.00	9.00	LHR	700.02
						11/05/2019	2.00	155.56	0.00	0.00	0.00	2.00	LHR	155.56
						11/06/2019	1.00	77.78	0.00	0.00	0.00	1.00	LHR	77.78
						11/08/2019	1.00	77.78	0.00	0.00	0.00	1.00	LHR	77.78
						11/09/2019	0.50	38.89	0.00	0.00	0.00	0.50	LHR	38.89
						11/12/2019	2.00	155.56	0.00	0.00	0.00	2.00	LHR	155.56
						11/14/2019	0.25	19.45	0.00	0.00	0.00	0.25	LHR	19.45
						11/19/2019	0.50	38.89	0.00	0.00	0.00	0.50	LHR	38.89
						11/22/2019	0.50	38.89	0.00	0.00	0.00	0.50	LHR	38.89
						11/23/2019	0.25	24.21	0.00	0.00	0.00	0.25	LHR	24.21
						11/25/2019	0.25	19.45	0.00	0.00	0.00	0.25	LHR	19.45
						12/17/2019	0.25	19.45	0.00	0.00	0.00	0.25	LHR	19.45
						12/20/2019	0.25	19.45	0.00	0.00	0.00	0.25	LHR	19.45
						12/24/2019	0.25	19.45	0.00	0.00	0.00	0.25	LHR	19.45
MSDR Total							23.75	1,854.71	0.00	0.00	0.00	23.75	LHR	1,854.71
Total WO Number: 1220387							23.75	1,854.71	0.00	0.00	0.00	23.75	LHR	1,854.71
C411704	1545547	DPKIM Bridge Rehab AnneMerry.Kosinski c411704	ROAD-16426	ROADWAY-N GULF BLVD-DPKIM	N GULF BLVD-DPKIM	10/02/2019	1.00	79.89	0.00	0.00	0.00	1.00	LHR	79.89
						10/03/2019	2.00	159.78	0.00	0.00	0.00	2.00	LHR	159.78
						10/04/2019	1.00	79.89	0.00	0.00	0.00	1.00	LHR	79.89
						10/09/2019	2.00	159.78	0.00	0.00	0.00	2.00	LHR	159.78
						10/10/2019	3.00	239.67	0.00	0.00	0.00	3.00	LHR	239.67
						10/15/2019	2.00	159.78	0.00	0.00	0.00	2.00	LHR	159.78
						10/16/2019	1.00	79.89	0.00	0.00	0.00	1.00	LHR	79.89
						10/17/2019	1.00	79.89	0.00	0.00	0.00	1.00	LHR	79.89
						10/18/2019	2.00	159.78	0.00	0.00	0.00	2.00	LHR	159.78
						10/22/2019	2.00	159.78	0.00	0.00	0.00	2.00	LHR	159.78
C411704	1545547	DPKIM Bridge Rehab AnneMerry.Kosinski c411704	ROAD-16426	ROADWAY-N GULF BLVD-DPKIM	N GULF BLVD-DPKIM	10/23/2019	2.00	159.78	0.00	0.00	0.00	2.00	LHR	159.78
						10/24/2019	1.00	79.89	0.00	0.00	0.00	1.00	LHR	79.89

Monthly MSBU Activity Report

START DATE: 10/1/2019 END DATE: 12/31/2019

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PW-DPKIM

Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accomp.	UOM	Total Cost
						10/25/2019	1.00	79.89	0.00	0.00	0.00	1.00	LHR	79.89
						10/29/2019	1.00	79.89	0.00	0.00	0.00	1.00	LHR	79.89
						10/30/2019	1.00	80.98	0.00	0.00	0.00	1.00	LHR	80.98
						11/01/2019	1.00	80.98	0.00	0.00	0.00	1.00	LHR	80.98
						11/05/2019	1.00	80.98	0.00	0.00	0.00	1.00	LHR	80.98
						11/06/2019	1.00	80.98	0.00	0.00	0.00	1.00	LHR	80.98
						11/07/2019	1.00	80.98	0.00	0.00	0.00	1.00	LHR	80.98
						11/13/2019	1.00	80.98	0.00	0.00	0.00	1.00	LHR	80.98
						11/14/2019	2.00	161.96	0.00	0.00	0.00	2.00	LHR	161.96
						11/15/2019	1.00	80.98	0.00	0.00	0.00	1.00	LHR	80.98
						11/19/2019	2.00	161.96	0.00	0.00	0.00	2.00	LHR	161.96
						11/20/2019	1.00	80.98	0.00	0.00	0.00	1.00	LHR	80.98
						11/21/2019	4.00	80.98	0.00	0.00	0.00	4.00	LHR	80.98
						11/22/2019	2.00	161.96	0.00	0.00	0.00	2.00	LHR	161.96
						11/26/2019	2.00	161.96	0.00	0.00	0.00	2.00	LHR	161.96
						12/03/2019	1.00	80.98	0.00	0.00	0.00	1.00	LHR	80.98
						12/04/2019	1.00	80.98	0.00	0.00	0.00	1.00	LHR	80.98
						12/05/2019	2.00	161.96	0.00	0.00	0.00	2.00	LHR	161.96
						12/06/2019	1.00	80.98	0.00	0.00	0.00	1.00	LHR	80.98
						12/10/2019	5.00	161.96	0.00	0.00	0.00	5.00	LHR	161.96
						12/11/2019	2.00	161.96	0.00	0.00	0.00	2.00	LHR	161.96
						12/13/2019	3.00	161.96	0.00	0.00	0.00	3.00	LHR	161.96
						12/17/2019	1.00	80.98	0.00	0.00	0.00	1.00	LHR	80.98
						12/18/2019	2.00	161.96	0.00	0.00	0.00	2.00	LHR	161.96
						12/19/2019	2.00	161.96	0.00	0.00	0.00	2.00	LHR	161.96
						12/20/2019	1.00	80.98	0.00	0.00	0.00	1.00	LHR	80.98
						12/26/2019	2.00	161.96	0.00	0.00	0.00	2.00	LHR	161.96
						12/27/2019	2.00	161.96	0.00	0.00	0.00	2.00	LHR	161.96
						12/31/2019	2.00	161.96	0.00	0.00	0.00	2.00	LHR	161.96
Project Management Total							69.00	4,996.78	0.00	0.00	0.00	69.00	LHR	4,996.78
94-9460R Cap Road Project Inspection														
						10/01/2019	1.00	74.02	0.00	0.00	0.00	1.00	LHR	74.02
						10/03/2019	1.25	97.93	0.00	0.00	0.00	1.25	LHR	97.93
						10/04/2019	3.00	222.06	0.00	0.00	0.00	3.00	LHR	222.06
						10/08/2019	2.00	148.04	0.00	0.00	0.00	2.00	LHR	148.04
						10/11/2019	4.00	261.44	0.00	0.00	0.00	4.00	LHR	261.44
						10/14/2019	4.00	300.28	0.00	0.00	0.00	4.00	LHR	300.28
						10/15/2019	2.00	130.72	0.00	0.00	0.00	2.00	LHR	130.72
						10/17/2019	3.00	247.86	0.00	0.00	0.00	3.00	LHR	247.86
						10/18/2019	7.00	474.78	0.00	0.00	0.00	7.00	LHR	474.78
						10/21/2019	5.00	378.58	0.00	0.00	0.00	5.00	LHR	378.58
						10/22/2019	5.00	378.58	0.00	0.00	0.00	5.00	LHR	378.58
						10/23/2019	2.00	139.38	0.00	0.00	0.00	2.00	LHR	139.38
						10/24/2019	1.00	74.02	0.00	0.00	0.00	1.00	LHR	74.02
						10/25/2019	1.00	74.02	0.00	0.00	0.00	1.00	LHR	74.02

Monthly MSBU Activity Report

START DATE: 10/1/2019 END DATE: 12/31/2019

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PW-DPKIM

Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accomp.	UOM	Total Cost
						10/28/2019	1.00	74.02	0.00	0.00	0.00	1.00	LHR	74.02
						10/29/2019	1.00	74.02	0.00	0.00	0.00	1.00	LHR	74.02
						10/30/2019	1.50	147.08	0.00	0.00	0.00	1.50	LHR	147.08
						10/31/2019	2.00	190.65	0.00	0.00	0.00	2.00	LHR	190.65
						11/01/2019	2.00	152.46	0.00	0.00	0.00	2.00	LHR	152.46
						11/04/2019	2.00	174.28	0.00	0.00	0.00	2.00	LHR	174.28
						11/05/2019	2.00	174.28	0.00	0.00	0.00	2.00	LHR	174.28
						11/06/2019	1.00	76.23	0.00	0.00	0.00	1.00	LHR	76.23
						11/08/2019	3.25	247.75	0.00	0.00	0.00	3.25	LHR	247.75
						11/12/2019	2.00	152.46	0.00	0.00	0.00	2.00	LHR	152.46
						11/13/2019	3.00	228.69	0.00	0.00	0.00	3.00	LHR	228.69
						11/14/2019	3.00	228.69	0.00	0.00	0.00	3.00	LHR	228.69
						11/15/2019	3.00	228.69	0.00	0.00	0.00	3.00	LHR	228.69
						11/18/2019	2.00	152.46	0.00	0.00	0.00	2.00	LHR	152.46
						11/19/2019	5.75	454.69	0.00	0.00	0.00	5.75	LHR	454.69
						11/20/2019	3.00	228.69	0.00	0.00	0.00	3.00	LHR	228.69
						11/21/2019	3.25	247.75	0.00	0.00	0.00	3.25	LHR	247.75
						11/22/2019	3.00	228.69	0.00	0.00	0.00	3.00	LHR	228.69
						11/25/2019	1.75	149.77	0.00	0.00	0.00	1.75	LHR	149.77
						11/26/2019	2.00	152.46	0.00	0.00	0.00	2.00	LHR	152.46
						11/27/2019	2.00	152.46	0.00	0.00	0.00	2.00	LHR	152.46
						12/02/2019	2.00	136.30	0.00	0.00	0.00	2.00	LHR	136.30
						12/03/2019	2.00	136.30	0.00	0.00	0.00	2.00	LHR	136.30
						12/04/2019	3.00	204.45	0.00	0.00	0.00	3.00	LHR	204.45
						12/05/2019	1.00	85.94	0.00	0.00	0.00	1.00	LHR	85.94
						12/06/2019	2.00	171.88	0.00	0.00	0.00	2.00	LHR	171.88
						12/09/2019	2.00	152.46	0.00	0.00	0.00	2.00	LHR	152.46
						12/10/2019	4.25	323.98	0.00	0.00	0.00	4.25	LHR	323.98
						12/11/2019	2.75	226.00	0.00	0.00	0.00	2.75	LHR	226.00
						12/12/2019	2.75	226.00	0.00	0.00	0.00	2.75	LHR	226.00
						12/13/2019	2.25	176.97	0.00	0.00	0.00	2.25	LHR	176.97
						12/16/2019	2.75	226.00	0.00	0.00	0.00	2.75	LHR	226.00
						12/17/2019	4.00	304.92	0.00	0.00	0.00	4.00	LHR	304.92
						12/18/2019	2.00	152.46	0.00	0.00	0.00	2.00	LHR	152.46
						12/19/2019	4.00	304.92	0.00	0.00	0.00	4.00	LHR	304.92
						12/20/2019	4.50	343.04	0.00	0.00	0.00	4.50	LHR	343.04
						12/23/2019	6.25	476.44	0.00	0.00	0.00	6.25	LHR	476.44
						12/26/2019	1.00	76.23	0.00	0.00	0.00	1.00	LHR	76.23
						12/27/2019	1.00	76.23	0.00	0.00	0.00	1.00	LHR	76.23
						12/30/2019	3.00	228.69	0.00	0.00	0.00	3.00	LHR	228.69
						12/31/2019	1.00	76.23	0.00	0.00	0.00	1.00	LHR	76.23
Cap Road Project Inspection Total							144.25	11,023.38	0.00	0.00	0.00	144.25	LHR	11,023.38
Total WO Number: 1545547							213.25	16,020.16	0.00	0.00	0.00	213.25	LHR	16,020.16

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nt Isl St/Dr

Project	WO Number	WO Description	Equipment Code	Equipment Description	Location	Date Worked	Labor Hours	Labor Cost	Parts Cost	Equipment Cost	Contract or Cost	Work Accomp.	UOM	Total Cost
1683504	Flail btw Bridges - S. Gulf Blvd btw N Gulf Blvd & Bocilla Dr - DPKIM		ROAD-16429	ROADWAY-S GULF BLVD-DPKIM	S GULF BLVD-DPKIM M	11/08/2019	3.00	219.51	0.00	11.13	0.00	3.00	LHR	230.64
				Inspection - Field										
				Inspection - Field Total										
				Total WO Number: 1683504										
1683507	LOS Brush - Corner of N. Gulf Blvd. and S. Gulf Blvd. - DPKIM		ROAD-16427	ROADWAY-N GULF BLVD-DPKIM	N GULF BLVD-DPKIM M	12/06/2019	6.00	514.78	0.00	20.48	0.00	1.00	ICD	535.26
				Brush Cut-Response										
				Brush Cut-Response Total										
				10-9852R Supervision										
				Supervision Total										
1683508	LOS Brush - Corner N. Gulf Blvd. and Palm Dr. - DPKIM		ROAD-12449	ROADWAY-N GULF BLVD-DPKIM	N GULF BLVD	11/08/2019	2.00	209.54	0.00	7.42	0.00	2.00	LHR	216.96
				Supervision										
				Total WO Number: 1683507										
1683508	LOS Brush - Corner N. Gulf Blvd. and Palm Dr. - DPKIM		ROAD-12449	ROADWAY-N GULF BLVD-DPKIM	N GULF BLVD	12/06/2019	11.50	992.03	0.00	42.20	0.00	1.00	ICD	1,034.23
				Brush Cut-Response										
				Brush Cut-Response Total										
				10-9852R Supervision										
				Supervision Total										
1683511	Los Brush - 19 & 20 Palm Dr. - DPKIM		ROAD-12390	ROADWAY-PALM DR-DPKIM	PALM DR-DPKIM	12/06/2019	2.00	209.54	0.00	7.42	0.00	2.00	LHR	216.96
				Supervision										
				Total WO Number: 1683508										
1683511	Los Brush - 19 & 20 Palm Dr. - DPKIM		ROAD-12390	ROADWAY-PALM DR-DPKIM	PALM DR-DPKIM	12/06/2019	13.50	1,201.57	0.00	49.62	0.00	3.00	LHR	1,251.19
				Brush Cut-Response										
				Brush Cut-Response Total										
				Total WO Number: 1683511										
				Total MSBU: PW-DPKIM										

<p align="center">TECHNICAL SPECIFICATIONS & CONDITIONS SAND ROAD MAINTENANCE/GROOMING– DON PEDRO / KNIGHTS ISLAND BID NO.</p>

TS-01 PURPOSE: It is the intent of Charlotte County to secure the services of a firm capable of providing Sand Road Maintenance/ Grooming of the existing unpaved roadways within Don Pedro/Knights Island. The existing unpaved roadways are currently shell/sand varying in width. The Maintenance/Grooming of the existing unpaved roadways will be based on need and availability of funds. The material used will be in accordance with the Pennsylvania State Study (See attached).

TS-02 SCOPE OF SERVICES: The work shall include all manpower and equipment necessary to mobilize any and all required equipment to the work site, Maintain and Groom the Roadways, dress the shoulders, and remove any excess material.

TS-03 BID PRICES/TERM OF CONTRACT: The prices bid shall be used for payment and include all transportation, labor, materials and equipment used for services provided for this project. The Contract shall be valid from January 1, 2020 through and including December 31, 2020. This bid may be extended/renewed for two (2) additional one-year periods, by mutual agreement, provided there are no changes in terms, conditions and prices.

TS-04 REFERENCES: Contractor shall submit a minimum of three (3) recent (within the past five (5) years) references of projects of similar size and scope on the attached Reference form. Each reference shall include a project description, project location, name and phone number of a contact person, total project amount, and completion date. The County reserves the right to contact references.

TS-05 DESIRED RESULT: The desired result of the Maintenance/Grooming is to maintain safe travel ability and aesthetics as desired by the Municipal Services Taxing Unit (MSTU) by having the roads monitored on a steady basis for repairs and aesthetic issues and addressing these issues in a timely manner.

TS-06 SAND ROAD MAINTENANCE /GROOMING: The work under this section shall include all manpower and equipment necessary to mobilize any and all required equipment to the work site & Maintain/ Groom the 3.67 Miles of roadway for the 12-month duration to the desired result as specified in the Pennsylvania State Study (See Attached).At any time during the monthly maintenance the need should arise for spot repairs due to pot holes or washouts caused by weather/rain or manmade the contractor shall address these issues within 48 hours of being notified in order to maintain the desired result as described in TS-05.

1. The Maintenance/Grooming shall include, but not limited to, the operations necessary to remove ruts, corrugations, and berms along the shoulders.
2. All suitable dislodged material shall be redistributed smoothly across the entire roadway and compacted.
3. Grass or leaf litter within the travel way shall be removed and may be spread smoothly on the shoulders in such a way as to not block proper drainage.
4. No material shall be wasted into the roadside recovery areas. Any material allowed to fall into the roadside recovery areas shall be removed by the Contractor, at no additional cost to the County.
5. A small tractor with box blade or County approved equal may be used in the Maintenance/Grooming of the roadway.
6. The County reserves the right to determine the extents of the Maintenance/Grooming on individual roads.
7. Charlotte County, with coordination and input from the Municipal Services Taxing Unit (MSTU) Advisory Board, will determine the frequency and specifically authorize the Contractor to commence any Maintenance work.
8. Unit of payment will be per Month. Material cost will be paid under separate section.
9. Define the limits of the travel way during the Maintenance/Grooming process. For these travel ways a maximum width of 18 feet should be used. Where heavy vegetation is present the travel way may be less than 18 feet. Shaping of the travel way should occur down the middle of the observable right of way.
10. The Contractor will be required to provide a monthly detailed report on work performed giving current condition and outcome.

TS-07 ROADWAY MATERIAL: The work under this section shall include all manpower and equipment necessary to deliver material to the work site. No material will be placed on the Island without expressed written direction from Charlotte County Public Works.

This shall include, but not limited to:

1. Washed Shell Material (½ inch minus per FDOT specification 911) to four (4") inches in depth.
2. 250 Sand (see attached specification) to two (2") inches in depth.
3. Unit of payment will be per ton of material placed on roadway.
4. All material utilized in this contract must be confirmed via digitally printed, certified scale tickets. No handwritten tickets will be accepted. Tickets to be included with invoice to be paid.

TS-08 SPOT REPAIRS: Spot repairs shall be performed using the approved material and to the required depths as directed by the County. Any requested spot repairs in pre-determined locations shall be paid at the unit cost for Spot Repairs as indicated on the Bid Form. Materials required to make necessary spot repairs shall be paid at the unit cost for that material as indicated on the Bid Form. As described in TS-06 Spot repairs are to be addressed/ repaired within 48 Hours of notification and there shall not be additional mobilization costs applied.

TS-09 CYCLE AMOUNTS: Don Pedro / Knights Island consists of 3.67 miles (19,377.6 LF) of unpaved roadway. **Please see the attached map showing the highlighted roads to be maintained by this contract.**

TS-10 ISLAND ACCESS: The only way to access the island is by ferry. This is operated by Palm Island Transit. Cost can be accessed by visiting www.palmislandtransit.com.

Cost can vary each year. All ferry fees will be the Contractor's responsibility. Contractor should build into the price of the contract to include ferry fees.

PLEASE NOTE: Contractor should note, for economies of scale, a minimum truck size (12 yard) shall be required.

TS-11 MEETINGS: The Contractor will be required to attend the scheduled MSTU Road committee meetings as needed. The average number of meetings is approximately four (4) per year. Special meetings may be required on an "as requested" basis, and attendance at these meetings are also required. **(Meetings shall be paid as a separate line item)**

TS-12 ESTIMATED QUANTITIES: The exact quantities of roadway to be Maintained/Groomed, as specified in this bid, cannot be determined at this time. The amounts shown on the Bid Form are given for bidder's guidance only; no minimum amount is guaranteed or implied. This bid award may result in similar quantities of purchases; however, no quantity is guaranteed. Purchase orders shall be issued on an "as required" basis.

Section 9-3 of the FDOT Standard Specifications do not apply to this contract. The County reserves the right to alter (increase or decrease) any individual quantities without affecting the bid price for that item. When quantities of individual work items are altered, the Contractor shall accept payment in full at Contract unit bid prices for the actual quantities of work completed, and no allowance will be made for increased expense, loss of expected reimbursement, or loss of anticipated profits suffered or claimed by the Contractor, resulting either directly from such alterations, or indirectly from unbalanced allocation among the Contract items of overhead expense on the part of the bidder and subsequent loss of expected reimbursement.

TS-13 CRITERIA FOR AWARD: Award of this bid shall be to the overall lowest, responsive, responsible bidder meeting or exceeding the above specifications. Other considerations for award may be notice needed prior to commencement of work, and any information obtained from contacting references.

The County reserves the right to reject the bid proposal of any bidder who has previously failed to perform properly, or on time, contracts of similar nature; or who is not in a position to satisfactorily perform the contract. If, after bid opening, the lowest bidder is deemed non-responsible by the County, such bidder shall receive written notice from the County of this determination. The bidder shall have five (5) business days from the date of this notice to dispute the determination and to provide to the County any additional information it deems relevant regarding the bidder's responsibility. The County shall make a final determination regarding the bidder's responsibility at the time of award of the contract.

<p align="center">BID FORM SAND ROAD MAINTENANCE/GROOMING – DON PEDRO / KNIGHTS ISLAND BID NO.</p>

TO: Senior Division Manager - Purchasing
Board of County Commissioners
Charlotte County Administration Center
18500 Murdock Circle
Port Charlotte, Fl. 33948-1094

The undersigned, as bidder, does hereby declare that he has read the Request for Bids, Instructions to Bidders, General Provisions, Technical Specifications & Conditions, Insurance, Safety & Health Requirements, Bid Form, Permit Fees, MOT Policy and any other documentation for

SAND ROAD MAINTENANCE/GROOMING – DON PEDRO / KNIGHTS ISLAND

and further agrees to furnish all items listed on the attached Bid Form in accordance with the unit price(s) submitted. The above specified documents are herein incorporated into the Bid Form and shall be defined as the contract documents.

DESCRIPTION	QUANTITY	UNIT	UNIT COST	EXTENDED COST
SAND ROAD MAINTENANCE /GROOMING	12	MONTHS		
SPOT REPAIRS	5000	SY		
WASHED SHELL	1000	TON		
250 SAND	1000	TON		
MSBU MEETINGS	4	EA		
			ESTIMATED TOTAL AMOUNT	

Please indicate by (✓) that you have included the following documentation with your bid:

- () References
() License Requirement: No Local license required.

NOTE: In accordance with Florida Statutes, Section 119.071(1)(b)2: Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.071(1)(b)2 and s. 24(a), Art. I of the State Constitution, except as provided by Florida Statutes 255.0518, until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier. Upon release of the intended decision, if you wish to obtain the quote results, you may do so by visiting our Website at <http://purchasingbids.charlottecountyfl.gov/> under "Purchasing Bids Online", document number 200284. No information regarding the submittal will be divulged over the telephone.